

OP NOTICE NO. 20-83-1

19 January 1983

OFFICE OF PERSONNEL NOTICE

SUBJECT : Processing of Form 1152 "Request for  
Personnel Action" for CIA Details to  
Other Government Agencies

REFERENCE: [ ] dated 21 May 1980

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1. It is essential that the "Requests for Personnel Actions," (Form 1152) for CIA personnel detailed to other government agencies be processed in a timely fashion.

2. All Form 1152's affecting details out must be in Transactions and Records Branch/OP prior to the close of business each month for processing to ensure reporting on the monthly computerized detail report. Close of business computer cutoff dates for 1983 are as follows:

27 January 1983  
24 February 1983  
31 March 1983  
28 April 1983  
2 June 1983 (May)  
30 June 1983  
28 July 1983  
1 September 1983 (August)  
29 September 1983  
27 October 1983  
1 December 1983 (November)  
29 December 1983

3. If you have any questions, contact Chief, Transactions and Records Branch, [ ]

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[ ]  
James N. Glerum  
Director of Personnel

Official Record Copy  
Office of Personnel

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